

Deeds (Instruments of Conveyance)

Legal instruments such as warranty deeds, quit claim deeds, etc., that convey title from one property owner to new owner, are usually drafted by attorneys, or paralegals or legal secretaries under the supervision of an attorney.

The forms used for various types of deeds are available at office supply businesses or [online](#). You can read our [document definitions](#) for deeds, or contact your attorney to determine the appropriate deed for your situation. The entire document must be legibly printed/typed in black ink so that the document will scan properly.

The grantor and grantee (seller and buyer) must be identified on the deed. The grantor's signature which has been notarized, and a legal description of the property being conveyed must be on the deed. The return address of the person who is to receive the deed after it has been recorded is required. The parcel identification number, found on the property tax bill, must be placed on the document under the return address. Only the original deed with original signatures may be recorded with the Register of Deeds – not photocopies.

The moment that a correctly prepared deed is handed from one owner to the next is the moment of actual conveyance. It is wise to protect your interest by recording the deed with the Register of Deeds at 901 N. 9th Street, Room 103, Milwaukee, WI 53233. The recording fee is \$30 per document, plus transfer fee if applicable.

An e-RETR receipt must accompany most conveyance documents for it to be recorded in the office of the Register of Deeds. The transfer fee to be paid (if any) calculated and the recording fee must accompany the deed and e-RETR receipt when you submit it for recording.

See guidelines at the [Wisconsin Department of Revenue website](#).

The Register of Deeds cannot give legal advice.

Lawyer Referral: [\(414\) 274-6768](#)